

**The Green School  
Finance Committee Meeting  
BrokerNet USA Conference Room  
100 Metro Center Blvd, Suite 1  
Warwick, RI 02886  
February 6, 2014 at 6:00 PM**

**Members present:** Deanna Duncan, Lisa Cash, Paul Morse, Dean Burdon, Joel LaSalle

**Final review and approval of RFP**

- Joel provided an update on the Request For Proposal (RFP) for the FYE June 30, 2014, 2015 and 2016 audit services, agreed upon procedures and tax return preparation. Dean and Joel have a final draft in place. Joel will contact Stephen Nardelli, Executive Director of RI League of Charter Schools to ensure RFP meets requirements of RIDE. Joel will update if any changes are required. Dean will perform final review. At that time, the RFP will be distributed to qualified CPA firms who will be interested in reviewing and responding to the RFP. It was discussed and determined that the RFP does not have to be approved by the Board of Directors or Executive Committee prior to being sent to the qualified CPA firms who are interested.

**Fiscal Management Policy**

- Joel discussed potential changes/updates to the current fiscal management policy. It was decided that a draft of the updated policy (Draft) will be distributed to all members of the committee to review, update and add comments. Dee and Lisa will review the operational policies at the School and update for current procedures. Joel will collect all comments and create one updated policy. The Draft will be reviewed and approved by the finance committee and then distributed to the Board for final review and approval prior to the Draft being implemented.

**Transportation Proposal**

- Lisa presented a transportation proposal for an alternative transportation system that includes cost savings in the current year and into the future. The effects of the policy were discussed by the committee. The committee moved that the cost savings of the policy were worth pursuing. The cost savings do have some effects on students/parents regarding changes in the pickup times and changes in the bus routes. Dee will work on drafting a way to inform parents/students of the potential change. The committee will bring the proposal regarding the savings, change in pickup times and the change in bus routes to the Board for approval. Lisa will work on providing a cost analysis for savings over the next three years.

### **Updated Budget**

- The updated budget prepared by Lisa was reviewed and discussed by the committee and approved. The updated budget will be presented to the Board for final approval.

### **Reporting**

- Joel discussed the status of a reporting format he is preparing to the Board. He is waiting to obtain a “trial balance grouping report” from the Braver (the auditors) to complete the reporting format. Joel will continue to work with Lisa to develop some trend analysis as well as a balance sheet and income statement that can be presented to the Board.